



U.S. Department of State
PUBLIC VOUCHER FOR LANGUAGE SERVICES

Voucher No. _____

Title ☐ Conference Interpreter ☐ Seminar Interpreter ☐ Consecutive Interpreter ☐ ELO/Court ☐ Testing & Screening ☐ Translating Services ☐ Reviewer/Typist/Other	Name (Last, First, MI) _____	Date Voucher Prepared _____
	DUNS Number _____	Contract Number (BOA) _____
	E-Mail Address _____	Job Number _____
	Home Phone Number _____	
** You must have a DUNS number and be registered in CCR to receive payment. All changes to your banking information must be updated on the ACH Vendor/Miscellaneous Payment Enrollment form and at www.ccr.gov		

Period of Service (mm-dd-yyyy)		Nature of Services or Articles (Enter description and other information)	Number Of Days, Words, Items	Unit Price		Amount (Dollars and Cents)
FROM	TO			Cost	Per	

FOR INTERPRETERS Please specify Agency or Program for which work was performed _____	TOTAL _____
I certify that the above charges are correct to the best of my knowledge; that I have not received Payment or credit for them; that the service were rendered as stated, solely by the undersigned, and in Accordance with the highest professional standards. _____ Payee's Signature	PAYMENT: (Check One) ☐ Final ☐ Partial * Payment due within 30 days

Payee must NOT use the space below

Date Goods/Services Received (mm-dd-yyyy) _____	Date Goods/Services Accepted (mm-dd-yyyy) _____
I Certify this account is correct and proper for payment.	
_____ Signature of Authorizing/Receiving	_____ Printed Name of Receiving Official
_____ Phone Number	

Office of Language Services
SA-1, 14th Floor
2401 E Street, NW
Washington, DC 20522

ACCOUNTING CLASSIFICATION

PAID BY:	Check Number _____	Dated (mm-dd-yyyy) _____
	ON (Name of Bank) _____	

PRIVACY ACT STATEMENT

This information requested on this form is required under the provisions of 31 U.S.C 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amount to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

DS-3023
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